



Kendrick School

## Charging and Remissions Policy

Approval Date: June 2018

Next Review Date: June 2019

## Charging and remissions policy for school activities and visits

The School may seek voluntary contributions in order to offer a wide variety of experiences to students; this will be made clear when information on the activity is sent to parents.

### Context

- If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.
- If insufficient contributions are raised, the trip or activity may have to be cancelled.
- No student will be excluded from an activity because parents are unable to pay. Where a parent is unwilling or unable to pay a voluntary contribution their child will have an equal chance to go on the visit if the activity is part of the National Curriculum.
- Costs associated with an educational visit could include entry fees, course fees, tickets, transport and contributions to cover additional staff.

### This policy sets out to identify activities under two categories:

- **Activities for which charges will not be made**
  - a. Tuition for student learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school;
  - b. Entry for the first sitting of a prescribed public examination, if the student has been prepared for it by the school.
  - c. Educational visits taking place inside school hours. A voluntary contribution may be sought.
  - d. Educational visits taking place outside school, although a voluntary contribution may be sought even if the visit is part of the National Curriculum, or is part of a syllabus for a prescribed public examination for which the student is being prepared for.
  - e. Supply teachers to cover for those teachers who are absent from school accompanying students on a residential trip (e.g. A level field trips).
  - f. Transport provided in connection with an educational trip, although a voluntary contribution may be sought.
  - g. An admission application.
- **Activities for which charges may be made**
  - a. Residential activities where the majority of the time spent on that activity takes place outside school hours.
  - b. Residential trips deemed to take place during school time e.g. A-level field trips. Students whose parents are in receipt of certain benefits may not be charged.
  - c. Individual instrumental music tuition taking place inside or outside school hours.
  - d. Entry for a prescribed public examination or re-sit, if the student has not been prepared by the school. The school may request payment for wasted examination fees. (See Appendix 1: Public Exams Entry Arrangements and Payment of Fees Document and Appendix 2: Examinations Charging Policy)

- e. Damage or loss of any item of school property or equipment.
- f. Work Experience Placements. A voluntary contribution may be sought for the administration costs in connections with placement health and safety, suitability and safeguarding. Additional charges will be made in connection with company background checks if these companies are situated out of the local area.

### **Other Financial Considerations**

- a. Book Deposits - A £50 book deposit is charged at the beginning of Year 12. This deposit is refunded at the end of Year 13 provided all books are returned in reasonable condition. The cost of replacing lost or damaged books is deducted from the deposit if necessary.
- b. Equipment Charges - To keep the cost of certain necessary, personal items of educational equipment e.g. calculators, science goggles, language dictionaries, revision guides etc. as low as possible and to help to ensure the use of standardised products, some departments make bulk orders. A small administrative charge may be made or the cost rounded up to the nearest pound or fifty pence.
- c. Artefacts – Where a student or parent wishes to retain items produced as a result of art, textiles and product design a charge may be levied for the cost of materials used.
- d. Curriculum departments - Departments may wish to ask for a voluntary contribution towards the cost of Year 12/13 texts books and other resources. These resources will remain the property of the student at the end of the course. If no such contribution is sought then the books and/or materials are to be returned to the department at the end of the course in reasonable condition. If they are returned in poor condition then a charge will be made.
- e. Curriculum departments may advise Year12/13 students to purchase their own text books or may provide these at cost price plus administration fee via the school. Payment transactions would take place using the ParentPay system. These books would remain the property of the student.
- f. Consumables – A small voluntary payment maybe requested as a contribution towards the cost of consumables for subjects such as food technology, textiles, product design and art.
- g. Extra-Curricular Visits – When these types of trips and visits are arranged e.g. Ski Trips, parents will be notified of any policy for allocating places. Visits of this nature arranged by the School are taken entirely by the parents'/students' choice. The cost would be met in full by the parents. For such trips the cost includes:
  - The prices charged by travel companies for travel, board and food.
  - Supply cover for the accompanying teachers.
  - The cost of administration of such trips.

### **Remission**

- a. In order to remove financial barriers from students, the Governing Body has agreed that some activities and visits where charges can be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remission statement sets out the circumstances in which charges will be waived.
- b. The Criteria for qualification for remission or help with charges are given below:
  - Parents in receipt of:
    - Income Support.
    - Universal Credits
    - Income-based Jobseekers Allowance.
    - Support under part VI of the Immigration and Asylum Act 1999.

- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income does not exceed the Inland Revenue threshold (as assessed by an appropriate government department and therefore entitled to certain benefits).
- Guaranteed State Pension.
- Students in receipt of the Bursary grant or Pupil Premium Grant

c. Additional considerations

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits do not place an unnecessary burden on family finances. To this end the School will try to adhere to the following guidelines:

1. Where possible publish a list of visits and their approximate cost at the beginning of the school year so that parents can plan ahead.
2. Establish a system for parents to pay in instalments. When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.
3. Avoid offering opportunities on a 'first pay, first served' basis.
4. Some students are provided IT resources and equipment in order to facilitate their learning. These items are provided on loan from the School. Parents and students are required to sign an Agreement form outlining their roles and responsibilities to take care of the equipment in their charge. Parents will be charged if students have been found to be negligent.

## Appendix 1: Public Exams Entry Arrangements and Payment of Fees

June 2018

### Public Examinations: Entry Arrangements and Payment of Fees.

The school will enter candidates for GCSE / GCE examinations in good faith and with the expectation that they will attend all written, practical and oral examinations and complete any coursework or controlled assessment components to the pre-arranged deadlines.

The school will pay all subject entry fees for first-time entries, but could charge the candidate / parent in any of the following circumstances:

- Failure to submit coursework without reasonable cause.
- Non-attendance at an examination without reasonable cause.
- Withdrawal from second or subsequent units of an optional examination course, taken over more than one examination session (e.g. GCSE Spanish).

Reasonable cause will normally be considered to be on medical or compassionate grounds. In the case of coursework or controlled assessment components, the school will endeavour to ensure that any candidates who have lost time through illness or other unavoidable cause will have had an adequate opportunity to complete the work (for controlled assessment) or have negotiated an extension to the deadline (for coursework).

All candidates will have been briefed on procedures regarding controlled assessment and coursework deadlines and should be aware of the following points:

- Where there is a legitimate reason to request an extension to the deadline, this must be negotiated in advance with the teacher involved.
- Coursework presented after the deadline without a negotiated deadline may not be marked. The candidate would be notified in this unlikely event.
- A grade for an examination subject could still be awarded on the basis of components completed.

Issues concerning entries, withdrawals and payment of fees, will always be dealt with on an individual basis, taking into account the candidate's personal circumstances and needs.

Examination Entry Fees: for information

Entry Fees vary between subjects and Awarding Bodies. Please contact the Examinations Officer at the school for individual subject information and examination entry fees.

## Appendix 2: Examinations Charging Policy

Examinations Charging Policy for GCSE and GCE Examinations: Retakes and Additional Subjects 2018/19

(Appendix to the Examinations Policy and to the Charging Policy.)

All students who wish to retake an examination, or who wish to take an additional examination (e.g. a language studied outside the Kendrick curriculum) will be charged the appropriate subject entry fee, an administration fee and, where appropriate, invigilation fees.

The exam entry fees will be charged according to the Examination Awarding Body exam fee for the particular subject. Please contact the Examinations Officer at the school for individual subject information and examination entry fees.

The administration fee reflects the additional work involved in processing the candidate's entry, contacting the candidate for checking, providing details of the exam arrangements, setting up and preparing for the exam and dealing with the results.

The invigilation fee covers the payment of an invigilator for the duration of the examination, in the event of there being no other public examination taking place at that time.

### For the academic year 2018/19:

Administration fee.....£42 per candidate tbc

Invigilation fee.....£15 per hour for external and non-taught subjects tbc

Payment is due on confirmation that an entry is to be made. An entry is not submitted to the Awarding Body without payment. Refunds may apply if withdrawals are made before the specified date.

### Examinations Charging Policy for University Entrance 2018/19

All students who wish to take a university entrance examination e.g. BMAT, STEP will be charged a fee to cover the additional administration and invigilation required.

### For the academic year 2018/19:

University Entrance Examination fee.....£10 per candidate, per exam date tbc

*NB: Students in Year 13 wishing to retake AS unit(s) are not subject to this policy. They will pay the unit entry fee and a nominal charge towards invigilation costs at the time they make their retake requests.*

*All fees are subject to annual review.*